



**HOUSING AUTHORITY
of the County of Los Angeles**

700 W. Main Street • Alhambra, CA 91801

Tel: 626.262.4510 • TDD: 855.892.6095 • www.hacola.org

**Hilda L. Solis
Mark Ridley-Thomas
Sheila Kuehl
Don Knabe
Michael D. Antonovich**
Commissioners

Sean Rogan
Executive Director

**AGENDA
FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY HOUSING COMMISSION
WEDNESDAY, DECEMBER 16, 2015
12:00 PM
ALHAMBRA HEADQUARTERS
700 W. MAIN STREET
ALHAMBRA, CA 91801
(626) 586-1501**

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1. **Call to Order**
 2. **Roll Call**

**James Brooks, Chair
Gesele McBroom-Marsh
Henry Porter Jr.
Joelene Tapia
Margaret Mott
Mary Canoy
Takao Suzuki
Val Lerch
Zella Knight**

3. **Reading and Approval of the Minutes of the Previous Meeting**

Regular Meeting of November 18, 2015.

4. **Report of the Executive Director**

5. **Presentations**

Admissions and Continuance Occupancy Policy (ACOP) and Administrative Plan.

6. **Public Comments**

The public may speak on matters that are within the jurisdiction of the Housing Commission. Each person is limited to three minutes.

Regular Agenda

7. Amendment to Increase Pest Control Services Contract Amount (All Districts)

Recommend that the Board of Commissioners find that the approval of an amendment to the existing contract for pest control services is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA; recommend that the Board of Commissioners authorize the Executive Director or his designee to amend the contract with Stanley Pest Control Services Inc., to increase the annual amount by \$100,000, to a total of \$200,000 for pest control services.

8. Housing Commissioners May Provide Comments or Suggestions for Future Agenda Items

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the Housing Authority's main office located at 700 W. Main St., Alhambra, CA 91801. Access to the agenda and supporting documents are also available on the Housing Authority's website.

Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Commission meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least (3) business days prior to the Board meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the Housing Authority by phone at (626) 586-1501, or by e-mail at roberta.lear@lacdc.org, from 8:00 a.m. to 5:00 p.m., Monday through Friday.

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES (HACoLA)

MINUTES FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, November 18, 2015.

The meeting was convened at HACoLA Headquarters, 700 W. Main St., Alhambra, CA 91801.

Digest of the meeting. The Minutes are being reported seriatim. A taped record is on file at the main office of the Housing Authority.

The meeting was called to order by Housing Commissioner Chair, Brooks, at 12:16 p.m.

ROLL CALL

Present

Absent

James Brooks, Chair	X	
Michelle-Lynn Gallego, Vice Chair		X
Gesele McBroom-Marsh	X	
Henry Porter	X	
Joelene Tapia	X	
Margaret Mott	X	
Mary Canoy	X	
Val Lerch	X	
Zella Knight		X

PARTIAL LIST OF STAFF PRESENT:

Sean Rogan, Executive Director
Emilio Salas, Deputy Executive Director
Monique King-Viehlend, Deputy Executive Director
Maria Badrakhan, Director, Housing Management
Margarita Lares, Director, Assisted Housing

GUESTS PRESENT:

None.

Reading and Approval of the Minutes of the Previous Meeting

On Motion by Commissioner Porter, seconded by Commissioner Lerch, the Minutes of the Regular Meeting of October 28, 2015 were unanimously approved.

Agenda Item No. 5 – Report of the Executive Director

Deputy Executive Director, Emilio Salas reported the following:

In November 2015, we received news regarding our Veterans Affairs Supportive Housing (VASH) program. The United States Department of Housing & Urban Development (HUD), Washington D.C., has approved our waiver request to increase the payment standard for our VASH program to 120% of Fair Market Rent (FMR). This action will provide our veterans with greater options for housing in higher cost neighborhoods and it allows us to remain consistent with the Housing Authority of the City of Los Angeles (HACLA's) payment standard for our veterans that use our vouchers within the city's jurisdiction.

We also received information that our application for additional VASH Project Based Vouchers (PBV) was successful. In June 2015, HUD released a notice that it had \$7 million available for available PBV's and invited Public Housing Authorities (PHA's) to apply for a maximum of 75 vouchers. Our staff quickly put together a Notice of Funding Availability (NOFA) and received a great proposal from the Housing Development Corporation (HDC) to construct a 52 unit development called Francisquito Veterans Apartments in the City of West Covina. That application was successful and we were awarded \$428 million worth of funding for the 52 vouchers that will be pledged to that project.

As previously reported, the County has pledged \$5 million in funding for the Homes for Heroes initiative to facilitate homeless veterans to obtain housing assistance. Currently we have almost 400 veterans with vouchers in hand actively searching for housing and collectively with the Los Angeles City Housing Authority there are approximately 1,000 veterans with vouchers in hand. In addition there are veterans trying to get housed under other programs and this funding is geared toward implementing strategies to get them housed quickly.

The Housing Authority of the County of Los Angeles (HACoLA) is a key member of the steering committee tasked with making recommendations for housing veterans and implementing them. We had some very productive meetings during the month of October 2015 and the committee is scheduled to submit recommendations to the Chief Executive Office (CEO) later in November 2015, with a timeline to begin implementation in January 2016. On November 17, 2015, we had a very productive meeting with the Veterans Administration (VA), Department of Mental Health (DMH), and HACLA to review the DMH model in securing units for DMH patients. We expect to incorporate some of their best practices along with our own, to implement a highly effective program to fast track the housing of our veterans.

Mr. Salas explained that during the October 2015 Housing Commission meeting we said goodbye to our esteemed Commissioner Cibrian-Reza and unfortunately we also just recently received a resignation from one of our tenant commissioners, Ms. Feinberg. Ms. Feinberg just recently joined this Commission but unfortunately was unable to continue due to a personal issue that she is attending to. We wish her well. We also have received

word from Commissioner Knight that due to health reasons she will not be able to join us until the January 2016 meeting.

On a brighter note, we are happy that the Board just recently re-appointed Commissioner Lerch to another term.

The legislative update includes HUD's recently issued new rule related to PHA implementing a Smoke Free Policy with a 60 day comment period. The HACoLA implemented the policy 2 years ago, with much success. What is currently being debated is the addition of electronic nicotine delivery systems or e-cigarettes. We chose to include them in the ban.

HUD also recently issued guidance advising PHA's that they should not rely exclusively on arrest data as a means to deny housing or terminate assistance. HACoLA took a lead role in the National Association of Housing & Redevelopment Officials (NAHRO's) National housing committee conference call to share best practices.

Mr. Salas explained that we are following a bill in Congress HR 3700 that provides numerous administrative relief provisions for PHA's to include tri-ennial re-examinations, capital fungability, lifting the cap on PBV's from 20% to 30%. We don't have a budget yet and current Continued Resolution (CR) expires on December 11, 2015. NAHRO speculates that the Senate may take up the Transportation, Housing and Urban Development (T-HUD) bill during the week of November 17, 2015.

Agenda Item No. 6 - Presentations

- Program Overview Presentation from each Division

Agenda Item No. 7 - Public Comments

Ms. Martina Nolte, Section 8 participant addressed the Housing Commissioners with a request for assistance for her friend, Nellida F. Romero, a cancer survivor who is currently homeless. Margarita Lares, Director of the Assisted Housing Division responded and will follow-up with the requested information.

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Regular Agenda

On motion by Commissioner Porter, seconded by Commissioner Canoy and unanimously carried, the following was approved as amended by the Housing Commission:

APPROVAL OF THE HOUSING COMMISSION 2016 MEETING SCHEDULE AGENDA ITEM NO. 8

The following was approved by the Housing Commission:

ELECTION OF CHAIR AND VICE CHAIR 2016 AGENDA ITEM NO. 9

On Motion by Commissioner Lerch, seconded by Commissioner Mott and unanimously carried, Commissioner Porter was elected Chair and will assume office at the January 27, 2016 meeting.

On Motion by Commissioner Porter, seconded by Commissioner Lerch and unanimously carried, Commissioner Mott was elected Vice-Chair and will assume office at the January 27, 2016 meeting.

Agenda Item No. 10 – Housing Commissioner Comments and Recommendations for Future Agenda Items

Commissioner Tapia expressed appreciation for the division presentations and all that the Community Development Commission accomplishes as amazing.

Commissioner McBroom-Marsh commented that the video was excellent and a lot of information was shared. She wished everyone a safe and happy holiday.

Commissioner Lerch thanked Commissioner Brooks for his leadership through the 2015 year and the Supervisors for re-electing him for another term. He noted that he enjoys being a Housing Commissioner and sometimes it seems that the Housing Commissioners don't do much but at some point in time, they will need to approve some large issues that affect Los Angeles County. "You are here for a Mission and the Mission is to improve housing within Los Angeles County".

Commissioner Canoy thanked the newest Commissioner Suzuki for joining the team and she expressed thanks for the videos and noted her son was in the audience, joining us for lunch.

Commissioner Suzuki wished everyone a Happy Thanksgiving and thanked everyone for all the hard work CDC staff accomplishes. Closing out the year, he noted that we have a daunting task of addressing the various housing issues but looking into 2016, he is optimistic about the CDC team which he noted are well positioned and ready to tackle many different issues. As the newest member of the Housing Commission, he invited all to feel free to reach out to him.

Commissioner Mott thanked Commissioner Brooks for his leadership and another great year of accomplishments with the additional funding which has come to the agency. She expressed that she is grateful to be present and she welcomed the new Commissioner, Suzuki, and wished everyone a Happy Thanksgiving.

Commissioner Porter thanked Commissioner Brooks on his leadership in 2015 and the confidence placed in him as Chair for 2016. He thanked everyone for lunch and noted the videos reinforced the talents of staff. He noted that the videos could have been created professionally because they appeared seamless! He is hopeful that the videos can be used outside of this environment; reminding the group of the most recent NAHRO convention and those agencies being miles away from putting anything like this together. He had compliments for Ms. Betsy Lindsay and the Community Policing Deputies on how they handle different police issues. He is proud to say that none of those police issues are found at our safe, affordable housing developments. He wished everyone a Happy Thanksgiving and reminded those that have something; to share with someone else. He reminded all to go to a local park to find a less fortunate person to assist. "Share your bounty of blessings".

Commissioner Brooks thanked the whole organization, working so seamlessly together. He noted that the HACoLA makes things look so easy with everything that they deal with. He added that he was proud to be a part of the Commission and looking forward to working with the Commission in the upcoming year. "We can overcome anything that comes our way. Enjoy holiday, friends, and family".

On Motion by Commissioner Brooks, seconded by Commissioner Lerch, the Regular Meeting of November 18, 2015 was adjourned at 1:38 p.m.

Respectfully submitted,


SEAN ROGAN
Executive Director
Secretary-Treasurer

Housing Authority - County of Los Angeles

FOR YOUR INFORMATION ONLY

December 16, 2015

TO: Housing Commissioners

FROM: Margarita Lares, Director
Assisted Housing Division

RE: **FSS PROGRAM UPDATE – NOVEMBER 2015**

The Family Self-Sufficiency (FSS) Program is a HUD initiative intended to assist Housing Choice Voucher Program participants achieve economic independence and self-sufficiency.

ACTIVITIES

NUMBER CURRENTLY ENROLLED	532	As of November 1, 2015
NEW ENROLLMENTS	8	FSS participants enrolled
CONTRACTS EXPIRED	7	FSS contracts expired
DIRECT ASSISTANCE REFERRALS	267 198 1023 182 286 234 273 1 2 252 58	Workforce centers Home Ownership Program/seminars/workshops Job referrals Educational/vocational services Credit repair services Financial literacy Work Source/Job Fairs Transportation assistance Health & food services Other social services Youth services
OUTREACH & COMMUNITY EVENT	1 1 1	Hosted Financial Empowerment Workshop Nueva Maravilla Vision team Meeting Community Service Providers Meeting
GRADUATIONS	1	Graduates
Pending Graduations	3	Requests to graduate received

If you have any questions, please feel free to contact me at (626) 586-1670.

Attachment

FAMILY SELF-SUFFICIENCY (FSS) REPORT SUPPLEMENT

Listed below are brief descriptions of each category in the monthly FSS Report.

1. **Number Currently Enrolled** – Current number enrolled on the FSS program as of the date the FSS Report is presented.
2. **New Enrollments** - The number of participants enrolled in the FSS program with an effective date on the month the FSS Report is presented.
3. **Contract Expired** – The number of participant contracts that expired at the end of the month prior to the FSS Report presented.
4. **Direct Assistance Referrals** – Referrals sent to FSS participants based on their requests and or the participant's goals needed to be accomplished prior to successfully completing the program.
5. **Outreach and Community Events** – Information that was shared with FSS participants and or events or meetings the FSS Coordinators attended.
6. **Graduations** – FSS participants that graduated last month.
7. **Pending Graduations** – FSS participants who have requested to graduate and are pending review of successful completion of goals.



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Executive Director

December 16, 2015

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
700 West Main Street
Alhambra, California 91801

Dear Commissioners:

**AMENDMENT TO INCREASE PEST CONTROL SERVICES CONTRACT AMOUNT
(ALL DISTRICTS) (3 VOTE)**

SUBJECT

This letter recommends approval of an amendment to the Housing Authority's existing contract with Stanley Pest Control Services, Inc., to increase the annual amount by \$100,000, to a total of \$200,000 for pest control services.

IT IS RECOMMENDED THAT THE COMMISSION:

1. Recommend that the Board of Commissioners find that the approval of an amendment to the existing contract for pest control services is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA.
2. Recommend that the Board of Commissioners authorize the Executive Director or his designee to amend the contract with Stanley Pest Control Services Inc., to increase the annual amount by \$100,000, to a total of \$200,000 for pest control services.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On July 1, 2013, the Housing Authority entered into a one-year contract with Stanley Pest Control Services, Inc., for pest control services, with the option to extend up to two additional years. The contract did not require Board approval during the first two years because each year the contract was within the Executive Director's delegated authority of \$100,000.

Due to an unanticipated increase in pest infestations resulting in a need for additional services, the \$100,000 for the third year is nearly exhausted. Therefore, the Housing Authority is seeking authority to increase the amount of the contract by \$100,000 to a total of \$200,000 for the third year.

FISCAL IMPACT/FINANCING

There is no impact on the County General Fund.

The additional \$100,000 for the remainder of the third and final year of the contract will be comprised of Housing Authority funds included in the Housing Authority's approved Fiscal Year 2015-2016 budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Stanley Pest Control Services, Inc., will provide monthly standardized pest control services, and as needed services for 68 public and affordable housing developments within the County of Los Angeles.

The proposed services are being primarily federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the Greater Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Stanley Pest Control Services, Inc. must comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain U.S. Department of Housing and Urban Development (HUD) assistance be directed to low and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

ENVIRONMENTAL DOCUMENTATION

This action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3) because it involves administrative activities that will not have a physical impact on or result in any physical changes to the environment. The activities are not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378 because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

CONTRACTING PROCESS

On May 29, 2013, the original Invitation for Bids (IFB) process was initiated to identify pest control service providers. The Housing Authority's vendor list was used to email out notices to 43 vendors and an announcement was also posted in the County's WebVen website. A copy of the IFB was posted on the Housing Authority's website.

Four bids were received by the submission deadline of May 29, 2013. Two of the four bids were determined non-responsive. The non-responsive bidders did not follow the format delineated in the Invitation for Bids Package.

Active Pest Control submitted the lowest responsive bid and was awarded the primary contract. Stanley Pest Control Services, Inc., was the second lowest bidder and was awarded a contract only to be used as a back-up contractor. After the first year of services, Active Pest Control did not agree to an amendment to perform services for an additional year under the originally agreed upon rate. Therefore, on July 1, 2014, Stanley Pest Control Services, Inc., became the sole contractor to provide pest control services to the Housing Authority.

The Summary of Outreach Activities is provided as Attachment A.

As this is the third and final year of the existing contract, a new procurement process for pest control services will start in January 2016.

IMPACT ON CURRENT PROJECT SERVICES

The proposed amendment to the Contract will allow the Housing Authority to continue providing pest control services at 68 public and affordable housing developments.

Respectfully submitted,


SEAN ROGAN
Executive Director

Enclosures

ATTACHMENT A

Summary of Outreach Activities

Pest Control Services

Beginning on May 10, 2013, the following outreach was initiated to identify qualified contractors to provide pest control services to the Housing Authority.

A. Announcement

The solicitation Notice was posted on the Housing Authority's website and the County WebVen for 19 days.

B. Distribution of Notices

The Housing Authority's vendor list was used to email out notices to seventeen vendors. The solicitation package was downloaded 40 times.

C. Bid Results

The bid amounts do not include optional services. On May 29, 2013, four bids were received, two bids were determine non-responsive and the following two bids were determined responsive and responsible:

<u>Bidders</u>	<u>Bid Amounts</u>
Active Pest Control	\$69,252.00
Stanley Pest Control	\$79,284.00

Active Pest Control was awarded a contract. Stanley Pest Control was also awarded a contract to be used only in the event that the primary contractor did not provide the services in a satisfactory manner to the Housing Authority as described in the Statement of Work.

D. Minority/Women Participation – Selected Agency Primary

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Active Pest Control	Minority	Total: 6 4 (67%) Minorities 0 (0%) Non-Minority 2 (34%) Women

E. Minority/Women Participation – Selected Agency Back-up

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Stanley Pest Control	Non-Minority	Total: 18
		11 (62%) Minorities
		4 (23%) Non-Minority
		3 (17%) Women

The Housing Authority conducts ongoing outreach to encourage participation by minorities and women in the contract award process, including: providing information at local and national conferences, expos and vendor fairs, and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of Contracts is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.